

CAPE PROVINCE

FINANCIAL AND RELATED RECORDS

23-S7 and 23-S17

P.N. 398/1992

21 August 1992

The following directive to Local Authorities in the Cape Province regarding the disposal of Financial and Associated Archives is hereby published for general information in accordance with authorities granted by the Director of Archives, in terms of section 3 of the Archives Act, 1962 (Act 6 of 1962).

Explanation of Symbols

- A30 Transfer to Cape Archives Depot, when documents are 30 years old.
AP May be retained by the Local Authority for an indefinite period. At final disposal, for example when offices is closed or assets are surrendered, documents must be transferred to the Cape Archives Depot.
DAU Destroy immediately after audit has been finalised. DAU3 Destroy 3 years after audit has been finalised.
DAU7 Destroy 7 years after audit has been finalised.

General Administration

Disposal

Minutes, Councils and Committees
Voters' Rolls

A30
A30

Financial Administration

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| 1. | Statements of Estimates | A30 |
| 2. | Estimates Control Book | DAU7 |
| 3. | Financial Statements | A30 |
| 4. | Main Ledger | A30 |
| 5. | Main Cash Book | A30 |
| 6. | Main Journal | A30 |
| 7. | Ancillary Ledger, Cash Book, Journal | DAU7 |
| 8. | Suspense Account | DAU3 |
| 9. | Proof Balance Book | DAU3 |
| 10. | Receipt Books | DAU7 |
| 11. | Receipt Book Registers | DAU7 |

12.	Petty Cash Book	DAU3
13.	Invoice Book	DAU7
14.	Cheque Counterfoils/Cancelled cheques	DAU7
15.	Bank Deposit Book/Statements	DAU7
16.	Bank Statements	DAU7
17.	Bank Reconciliation Statements	DAU7
18.	Expenditure Vouchers	DAU7
19.	Remission Registers	DAU7
20.	Consumers Account Statements	DAU7
21.	Consumers Payment Statements	DAU7
22.	Debtors Register	DAU7
23.	Assets and Investments	
	23.1 Financial Assets/Inventory	AP
	23.2 Stocks/Shares/Securities Register	AP
	23.3 Deeds	AP
24.	Audit	
	24.1 Reports	DAU7
	24.2 Queries	DAU7
25.	Enquiry Covers: Accounting Matters	DAU3

Stores Administration

1.	Stores Registers	DAU7
2.	Stores Issues Vouchers	DAU7
3.	Stores Requisitions	DAU7

Rates and Licences

1.	Erf Rates Registers	DAU7
2.	Consumers Registers	DAU7
3.	Valuation Rolls	A30
4.	Auction Lists	DAU7
5.	Dog Tax Register	DAU
6.	Bicycle Licence Register	DAU
7.	Driver's Licence Register	DAU7
8.	Roadworthy Certificate Register	DAU7
9.	(CPA 26/3780916) Motor Vehicle Clearance Voucher Receipt Book	DAU7
10.	(CPA 300438) Temporary Special Permits	DAU3
11.	(CPA 21(9)) Completed Form	DAU7
12.	(CPA 28/730932) Batch Register	DAU7
13.	(CPA 41) Identity Card	DAU3

Services/Works/Control

1.	Application Forms: Electricity/Water	DAU
2.	Surveys: Refuse/Sanitation Points	DAU
3.	Surveys: Animals on Commonage	DAU
4.	Disconnection lists: Electricity/Water	DAU

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| 5. | Reconnection Instructions | DAU |
| 6. | Enquiries Covers: Services/Works | DAU |

Staff

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| 1. | Attendance Register | DAU |
| 2. | Salary Register | DAU7 |
| 3. | Wages Register | DAU7 |
| 4. | Salary Records Card | DAU7 |
| 5. | Unclaimed Wages Register | DAU7 |
| 6. | Deductions Statements | DAU7 |
| 7. | Time Sheets | DAU3 |
| 8. | Paysheets/Wage Statements | DAU7 |
| 9. | Handing over Statements | DAU7 |
| 10. | Leave Register | DAU7 |
| 11. | Workmen's Compensation Register | DAU7 |
| 12. | Factories Act Register | DAU7 |

Authority Reference

State Archives Service: 23-S7 and 23-S17

B. Repeal of Notice

Provincial Notice 807 dated 20 October 1989 hereby repealed.